

Human Resources Top Ten Tips

1. Mandatory Training

Is required in accordance with the current Appropriations Act, Article Section 123.5. All employees within their first 30 days of employment and biennially thereafter, are required to complete training on Ethics and EEO/Sexual Harassment Compliance. Additionally, Texas Administrative Code 202.77 and TAES Procedures 21.99.10X.01 require that employees receive information security training within the first thirty days of employment and yearly thereafter. You may contact Heidi Wright at extension (903)468-3021 for more information.

2. Faculty, Administrative, and Professional Recruitment and Search Procedures

Texas A&M University-Commerce is committed to attracting, retaining and rewarding an outstanding faculty and staff who are dedicated to quality teaching, student success, research and scholarship. The recruitment and search procedures guidelines describe best practices for attracting candidates and conducting the search procedures for Texas A&M University-Commerce. The procedure can be found on the University website at www.tamu-commerce.edu. Click on Human Resources link. You may also contact the University Search Process Manager, Michelle Vieira, at extension (903)886-5025 for assistance and more information. You may also contact Coletta Wright at 903-886-5668.

3. Civil Rights Compliance

Texas A&M University-Commerce (A&M-Commerce) strives to ensure that the employment and educational environment throughout A&M-Commerce shall be free from all forms of discrimination, sexual harassment, and/or related retaliation at all times. A person who believes he or she has been the victim of discrimination, sexual harassment, and/or related retaliation may pursue either the informal or the formal complaint resolution procedure. Any faculty member, non-faculty employee, student, or third party may initiate a complaint by immediately contacting the Office of Equal Opportunity and Diversity at 903-886-5025.

4. Discipline and Dismissal

This process applies to non-faculty employees of the Texas A&M University System, including agency employees with faculty titles who are not in tenure track positions. This procedure can be found at www.tamu.edu/offices/policy/index.html or you may contact the Director of Human Resources at (903)886-5041 for assistance and more information.

5. International Service

The Office of Equal Opportunity provides assistance to employees who wish to obtain visas or visa extensions as well as petitions for permanent residency. Employees who retain legal counsel are responsible for notifying the university in writing of such notification. For more information, please contact the EEO office at (903)886-5025.

6. Employee Evaluations

The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, set specific objectives for employees, and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential and establishing priorities for training, education, compensation and reward. The performance of nonfaculty employees of the A&M System, except graduate assistants, student workers and temporary employees will be evaluated each year. Heads of departments may require more frequent and special evaluations as deemed necessary. For more information contact Rex Giddens at (903)886-5041 or go to www.tamu.edu/offices/policy/index.html.

7. Student Employment

General Administration of student employment within the University is the responsibility of the Payroll Office. The Financial Aid Office is responsible for awarding work-study as part of a student's financial aid package. Students may not work more than an average of 19 hours per week. If the student is working in two or more departments, the total hours between the positions should not exceed 19 hours. For more information, please contact the Payroll office at (903)886-5282 or go to http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=167.

8. Complaint and Appeal Process for Nonfaculty Employees

The purpose of this procedure is to provide a process for resolving non-faculty employee complaints in a prompt and equitable manner without prejudice, discrimination or malice toward the person or persons initiating the complaint. Fundamental to the process is the principle that all parties make a good-faith effort to resolve the complaint at the lowest possible level. For more information, please contact the Human Resources Office at (903)886-5041 or go to <http://www.tamu-commerce.edu/administration/Rules&Procedures>.

9. Equal Opportunity and Affirmative Action

It is the policy of Texas A&M University-Commerce to comply with all state and federal laws that prohibit discrimination on the basis of race, color, religion, gender, age, national origin, disability or veteran status in all employment practices. Discrimination is prohibited in areas such as recruitment, selection, promotion, demotion, transfer, lay-off, termination, selection for training, or any other form of compensation or benefits.

10. Employee Scholarship Program

The University will provide an Institutional Scholarship to all budgeted employees with 6 months service for up to six (6) credit hours each semester for 100% of the cost of tuition. All fees will be paid by the employee. Financial aid is available for those who qualify.

Human Resources Staff Contacts:

<http://www.tamu-commerce.edu/hreeo/index.htm>

Rex Giddens, Director of Employee Services

903-886-5041

Coletta Wright, Employment Coordinator

903-886-5668